

Role Description: Admin and Online Meetings Co-ordinator

1. Control and update the Master Copy of the Plymouth u3a Policy and Procedures Document
2. Control and update the Master Copy of the Plymouth u3a Constitution.
3. Operate the Plymouth u3a Zoom licence for the committee, online talks and groups as appropriate.
 - a. Working with the Alternative Host (2nd holder of the same licence) as necessary. This procedure may be required for emergencies i.e. - loss of the licence holder's internet or absences.
 - b. Inviting members to General Meetings and u3a hosted talks and providing the link:
 - 2 weeks before the General Meeting and/or talk send an email to all members telling them about the talk and asking them to request a link. This is done using Beacon.
 - Use the hidden 'group' on Beacon populating this with the names of those attending.
 - Send a link via Beacon, 3 days before the talk.
 - c. Using the 'Claim Host' system for other groups to benefit from the licence. (this is work in progress and further details will be added after the G/Ls' meeting 29/01/21)
4. Assist the Speaker Co-ordinator.
 - a. Send the Speaker Form to the speaker and ensure the Treasurer receives a copy of the completed form for payment purposes.
 - b. See also item 3b above.
5. Assist the Chairman: Provide guidance / act in liaison with Chairman as requested.
6. Responsibilities as a Committee Member:
 - Be prepared to assist with/perform any other tasks at the request of the Committee.
 - Be aware of the requirements in being a U3A Trustee and adhere to the Code of Conduct and the Data Protection Act.
 - Be familiar with the Plymouth U3A Constitution.
 - Promote the U3A ethos & encourage others to volunteer to assist the committee.